

## Damage Deposit Refund Policy

<b>Policy Number:</b>	<b>REC-01</b>
<b>Policy Review:</b>	<b>Yearly</b>
<b>Policy Owner (Dept.):</b>	<b>Recreation</b>
<b>References:</b>	<b>N/A</b>

**PURPOSE:** The purpose of this policy is to establish processes regarding the refunding of damage deposits received for rentals of all Town Facilities.

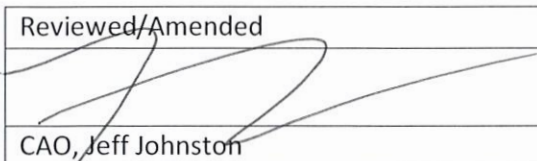
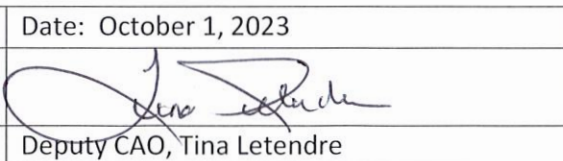
**POLICY STATEMENT:** This policy shall apply to all damage deposit fees collected by the Recreation Centre for rentals of all Town Facilities.

### DEFINITIONS:

1. CAO – Chief Administrative Officer for the Town of Beaverlodge.
2. Designate – the person that the CAO delegates his or her powers, duties, or functions to.
3. Damage Deposit – a sum of money paid in relation to a rental.

### REFUND/CREDITS

1. Refunds will be credited by the following:
  - a. Original form of payment
  - b. Refund can be credited to the customers ActiveNet account upon request of the customer.
2. No refund will be made if other amounts are outstanding to the Town of Beaverlodge.
3. The cost of damages will be deducted from the damage deposit, and any remaining amount will be refunded.
4. Refunds will not be issued for amounts less than \$5.00 unless approved by the Chief Administrative Officer or designate and upon written request by the individual.
5. Credits less than \$5.00 will be transferred to the miscellaneous revenue account.

Reviewed/Amended	Date: October 1, 2023
	
CAO, Jeff Johnston	Deputy CAO, Tina Letendre